

*Rec. Mgt 4-4*

**CONFIDENTIAL**

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TO : Chief, Physical Security Division/SO

DATE: 18 July 1955

FROM : Chief, Records Management Staff/RS

SUBJECT: Destruction of Classified Documents

25X1

1. Regulation [redacted] paragraph H(3) requires that the 25X1 destruction of secret and confidential documents, not registered, "be recorded in the appropriate logs." However, proposed Regulation [redacted] which rescinds this paragraph, requires no logging of the destruction of this type material.

2. In view of the proposed rescission, and since such a requirement would be extremely detrimental to the Agency Records Management Program it is requested that your office concur in the destruction, without logging, of secret and confidential documents.

*/rf*

25X1

CONCURRENCE:

/s/ \*

25X1

[redacted]  
Chief, Physical Security Division/SO

\* Proposed Regulation [redacted] does not rescind the requirement 25X1 of logging. An exception to the requirement, however, is being granted by this memo providing that a record of material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed.

[redacted]

25X1

19 July 1955

**CONFIDENTIAL**

MORI/CDF